



28 South Orange Ave. South Orange , New Jersey 07079  
973-378-2488

## Rental Policies & Rental Agreement

- 1) All items are for rental only.
- 2) Rental rates are based on a percentage of the items value. The rates will range from 12.5% to 25% based on the rarity and delicate nature of certain pieces, items needing special handling will incur additional costs.
- 3) Rentals will be based on 10 day increments. Long term rentals may be discounted depending on the item and quantity rented.
- 4) Security on rentals will be held in the form of a signed, unprocessed, credit card receipt.
- 5) Security on rentals will range from 50% up to 200% of the item value depending on the rarity of piece.
- 6) Any damage to the rented item will be deducted from the security deposit. These costs will reflect restoration costs, depreciation of value, replacement cost. In the event that the item is lost, stolen, destroyed, in altered condition upon return, the items entire security will be forfeit. Items returned damaged thus altering the item value by more then 25% will forfeit its entire security. If an item is returned damaged, is reparable such as china, its value repaired is greatly diminished, the items security is forfeit in its entirety
- 7) A processed security deposit does not waive the rental fees.
- 8) The renter is responsible for providing safe transportation for pick up and delivery of props, Any damage during transportation is the renters responsibility. Delivery service may be arranged through us in which case we would be liable for items we are moving for you.
- 9) All orders must be in 1 week prior to pick up date. A 25% of total rental is required at that time. Cancellation of order will result in loss of deposit.
- 10) Any last minute rentals may be subject to a 15% expediency fee.

- 11) Renter must provide the name and phone number of "Prop Contact" person in charge of project as well as the name of the person to pick up and drop off the rentals
- 12) Late returns will be subject to a pro rated rental fee in 24 hour increments. 1—24 hours overdue would be assessed 1/10 additional rental fee. 3 additional days 3/10 additional rental fee.

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Renter agrees to these terms listed above:

Name of renter \_\_\_\_\_

Representing \_\_\_\_\_

Company address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Media Prop Rentals—128 South Orange Ave. South Orange , New Jersey 07079  
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